



City of Tempe

COURT INTERPRETER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	164	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Courts	<i>Salary / Hourly Minimum:</i>	\$23.096154
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$31.025000
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Court Interpreter
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Paraprofessionals
<i>Physical:</i>	No		

REPORTING RELATIONSHIPS

Receives general supervision from a Court Services Supervisor within the Criminal Division of the Court.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience of providing both English to Spanish and Spanish to English interpreting services in a court setting or directly related to the core functions of this position.
<i>Education:</i>	High school diploma, GED, or equivalency. Additional specialized training and/or college-level course work in languages, translation, or legal interpreting is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none">● Possession of, or required to obtain, within twenty-four (24) months of hire, an accredited interpreter certificate approved by the Tempe Municipal Court and/or Arizona Supreme Court.● Continued employment is subject to certification of any prescribed Arizona Supreme Court program.● Successful completion of a Spanish proficiency exam is required.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide Spanish interpretation services to court users of both the Criminal and Civil divisions of the Tempe Municipal Court. Also, to provide simultaneous and consecutive court interpretation services of court proceedings and to provide sight translation of court documents.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Interpret simultaneously and consecutively from English to Spanish and Spanish to English in both the criminal and civil divisions of the Tempe Municipal Court during court interviews, hearings, and court proceedings.
- Make oral and written translations during interviews, hearings and court proceedings of documents such as court petitions, reports, notices and agreements, and other written materials such as court orders, notices, petitions, legal documents, trial documents, letters, and agreements.
- Responsible for special projects as articulated by the court management team.
- Demonstrate continuous efforts to meet and improve the court's operational needs, minimize customer wait time, streamline work processes, and work cooperatively and jointly to provide quality seamless service to internal and external customers.
- Assist in screening applicants for orders of protection and harassment injunctions; assist applicants in completing required forms, update files, and forward to appropriate law enforcement authorities.
- Respond to and help resolve difficult and sensitive defendant requests and citizen inquiries and complaints; answer questions and provide service and information to the public regarding the policies and procedures of the court.
- Prepare monthly statistical reports as required.
- Provide written translation of applicable court forms.
- Participate in committees addressing issues related to the court or Tempe.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p>City of Tempe, AZ: Competencies</p>		

JOB DESCRIPTION HISTORY

Effective January 2003

Revised January 2006 (slightly changed training requirements)